



Mr. John Spencer
Appomattox County
Administration
153-A Morton Lane
PO Box 863
Appomattox, VA 24522

March 24, 2020
AP #19157

Re: Proposal for Appomattox County Courthouse - Remedial Building Envelop Improvement Design,
Bidding and Construction Administration

Dear John,

Thank you for your request for Architectural Partners to present this fee proposal to Appomattox County. Based on the Report labeled *Above-Ceiling Field Assessment and Findings/Recommendations Report dated September 20, 2019* the following scope of work is proposed.

Scope of Work:

1. Architectural Partners will review the conditions above ceiling and verify that all walls are reviewed for as-built conditions. See (***) below.
2. Field measure basic building components for documentation of design and for contractor's bidding purposes.
3. All work will take place at the Second Floor and will not require removal of building components for verification. Existing building design drawings will be used for majority of design.
4. Construction Documents -Based on observations from report and from our on-site review, Construction Documents (Drawings and Specs) will be developed to obtain contractor bids on the remedial work of envelop, specifically the intersection of the roof to the exterior wall and cornice framing.
5. Bidding - Construction bids will be obtained through the County's procurement and will be evaluated by us for review and recommendation on the most responsible bid. We will conduct a pre-bid meeting on-site.
6. Construction Administration – Architectural Partners will provide Construction Administration during the project. Included will be:
 - a. Pre-Construction meeting
 - b. Shop drawing/data sheet reviews
 - c. RFI's/ASI's
 - d. One (1) project progress meeting/field report
 - e. Contractor payment application review
 - f. Punch list development.

All meeting will take place on site.

(***) Appomattox County will be responsible for providing an escort during the on-site visit as well as access to all areas, including ladders, lifts, etc., necessary to make observations. AP may also use video devices to observe some locations.

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However, AP will not conduct any destructive testing or material removal for observations. All observations will be made based on our best efforts to access suspect conditions.

Additional Services: (Hourly Services provided upon request per the attached wage rate schedule). We will assist the County with services requested outside of the above list. These may include:

- Roof inspection and water infiltration repair drawings and specs.
- Additional design information for concealed work that may be found during construction
- Additional on-site reviews of contractor's work beyond what is listed in scope of work.
- Any special equipment for inspection. (Thermography, moisture readings, etc)
- All other tasks not listed above.

Deliverables:

1. Floor/Ceiling Plan (for locations of details, notes and sections)
2. Roof Plan (for locations of details, notes and sections)
3. Sections of cornice and mansard roofing (to show envelop improvements)
4. Specifications of products and materials for envelop improvements

PROFESSIONAL SERVICE FEE:

1. <u>CONSTRUCTION DOCUMENTS:</u>	\$ 6,020
2. <u>BIDDING:</u>	\$ 1,620
3. <u>CONSTRUCTION ADMINISTRATION:</u>	\$ 3,275
4. Reimbursable Allowance (5 visits).....	\$190
5. Miscellaneous Printing	<u>\$ 50</u>
Total Lump Sum fee.....	\$11,155

Additional Services will be only charged upon pre-approval of Owner and provided on an hourly basis per the attached Wage Rate Schedule.

PAYMENT TERMS

The client shall compensate Architectural Partners based on the fees per Task as follows:

- A. AP will invoice on a monthly basis (by the 30th of each month).
- B. AP will bill any applicable additional fees/reimbursable fees (as outlined above) on a monthly basis (by the 30th of each month).
- C. Terms of payment on all AP invoices are to be paid within net 30 days from the invoice date.

All payments not received within thirty (30) days after the invoice due date will be charged 1.5% interest each month until payment is received. Accounts that are past due beyond forty five (45) days will be subject to a suspension in service until full payment is received at Architectural Partners, unless agreed

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upon in advance. AP reserves the right to pursue collection of all unpaid invoices after 45 days. All costs, including legal fees, will then be assessed against the clients account and also become due immediately and part of the ongoing collection activities.

ACCEPTANCE

An authorized signature on this Proposal indicates acceptance of all costs and terms contained herein. Upon receipt of an executed copy of this Proposal we will begin work.

All costs and schedule quoted are valid for 60 days from the proposal date, at which time AP reserves the right to re-quote or cancel this proposal.

If for any reason our services are terminated or we cannot come to a final agreement following our beginning of work, the client will pay Architectural Partners for all of the project's professional time expended to that point in accordance with our Table of Standard Hourly Rates.

We hope you find this proposal for services commensurate with your needs for this project. If you have any questions or concerns regarding this proposal or the contents included, please feel free to contact me directly.

If you are in agreement with the contents of this letter, please sign below, make a copy for your records and return original to us. This letter will serve as our "Notice to Proceed". Appomattox County may also issue a Purchase Order and that can serve as our "Notice to Proceed". After receiving such notice, we will coordinate a project start date with you.

Thank you for allowing us this opportunity to propose partnering again with you and Appomattox County.

Sincerely,



Gary Harvey, RA
Principal/Senior Architect

Signature for Appomattox County Authorization

Print Name

Date

cc: AP file



ARCHITECTURAL PARTNERS

WAGE RATE SCHEDULE 2020

ARCHITECTURAL STAFF:

Principal, Registered Senior Architect	\$160.00
Registered Senior Architect	140.00
Registered Architect 1	120.00
Registered Architect 2	118.00
Architectural Designer 1	110.00
Architectural Designer 2	105.00
Architectural Designer 3	90.00
Architectural Technician	55.00

ADMINISTRATIVE STAFF:

Senior Administration	\$75.00
Assistant Administration	55.00

TRAVEL TIME:

Travel time over 30 minutes each way will be billed at 50% of the above listed wage rates.

REIMBURSABLE EXPENSES:

The following expenses, including but not limited to, will be billed at cost plus 10%:

- Lodging
- Meals
- Mileage
- Printing/Reproduction
- Supplies (project related)

Mileage at IRS Allowable Rate
Rates are subject to change on 1/1/2021